



Chichester
Nursery School

Child Protection Procedures & Policy

Key Contacts:	
Designated Member of Staff for Child Protection (DMS):	Ruth Campbell (Headteacher)
Lead Governor for Child Protection:	Lucy Summerfield
West Sussex Multiagency Hub (MASH):	Tel: 01403 229900 Out of hours: 0330 222 6664 <u>MASH@westsussex.gcsx.gov.uk</u>
Local Authority Designated Officer (LADO):	Lindsey Tunbridge-Adams 0330 222 3339 <u>Lindsay.tunbridge-adams@westsussex.gov.uk</u>

Date: Autumn 2018

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Nursery School

Child Protection Procedures

(These procedures are supported by West Sussex County Council's Model Safeguarding & Child Protection Policy for Schools, attached at Annex A, which provides additional information and **must** be read in conjunction with these procedures)

Introduction

At Chichester Nursery School we believe that children's sense of well-being and security is paramount. To this end we strive to create a caring, positive, safe and stimulating environment where children feel physically and emotionally safe.

The purpose of these procedures are to inform staff, parents, volunteers and governors about Chichester Nursery School's responsibilities for safeguarding children and to enable everyone to have a clear understanding of how these responsibilities should be carried out.

The Governing body takes very seriously its responsibility to safeguard and promote the welfare of children in its care; and to work together with other agencies to ensure there are adequate arrangements in place within the school to identify, assess, and support children who are, or who may be, suffering harm.

We recognise that all adults, including temporary staff, volunteers, students and governors, have a full and active part to play in protecting children from harm, and that the child's welfare is our paramount concern. *We understand that we all need to be vigilant for any signs that indicate a threat to children's safety.*

Staff members working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should feel able to raise concerns, always acting in the interests of the child. This should also include raising concerns about a member of staff whose behaviour may be concerning and present a risk to a child.

Staff aim to develop strong relationships with children and to foster a culture where children can share their feelings and concerns. We aim to ensure that children are central to all that we do and that children are kept safe from harm while in our care.

Principles that underpin our work are:

- Keeping children safe is a responsibility of all staff
- Information received relating to child protection concerns will be treated with the utmost confidentiality and only shared with those who have a real need to know. However, no promises of confidentiality can be made to the child
- It is our professional responsibility to share information with other agencies and, when making referrals to other agencies, we should always act in the best interests of the child

The Role of the Nursery School and its Curriculum in Preventing Harm

Our Personal, Social and Emotional curriculum supports children in becoming confident, independent and appropriately assertive in a range of situations, so that they are able to say “no” or seek adult help if they believe something is wrong.

We provide an environment in which children feel safe, secure, valued, respected and confident, and know how to approach adults if they are in difficulties, believing that they will be listened to.

We provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.

We understand and emphasise the need for good levels of communication between all members of staff and between the school and other agencies.

We regularly review a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse. This is shared with all staff, students and volunteers as part of the induction process and revisited at regular intervals, e.g. at staff meetings, to ensure that all staff are aware of the procedures to be followed.

We develop and promote effective working relationships with other agencies, especially the Police, Health Professionals, the Integrated Provision and Earliest Help service and Children’s Social Care Services.

We ensure that all adults within our school, including all Governors, who have any access to children have been recruited and checked as to their suitability in accordance with Part Three of Keeping Children Safe in Education (DfE September 2018).

We have in place up to date policies which support safeguarding. (Please see the list of policies contained on Page 50 within West Sussex County Council's Model Safeguarding & Child Protection Policy for Schools, attached at Annex A).

General Responsibilities of All Staff

We are aware of and follow the Sussex Child Protection & Safeguarding Procedures, produced by West Sussex, East Sussex, and Brighton & Hove and available as an electronic copy at <https://sussexchildprotection.procedures.org.uk/page/contents>

We ensure that staff are aware of and are alert to signs of abuse and know to whom they should report any concerns or suspicions.

In addition the School has procedures (of which all staff are aware) for handling suspected cases of abuse of children, including procedures to be followed if a child harms another child or a member of staff is accused of abuse, or suspected of abuse.

The Headteacher is the Designated Member of Staff for Child Protection (referred to in 'Keeping Children Safe in Education (DFE, September 2018) as 'Designated Safeguarding Lead') and has responsibility for co-ordinating action within the school and liaising with other agencies (see below for further details). From September 25th 2018 the Deputy Headteacher will have received Designated Member training and will deputise for the Headteacher in her absence. The Under-3s Manager is also due to receive Designated Member training.

Designated Members of Staff for Child Protection undergo updated child protection training every two years and will ensure that their knowledge and skills are updated annually. The Headteacher and all members of staff are provided with regular updated child protection training in line with the West Sussex Model Safeguarding & Child Protection Policy (September 2018).

We are aware that children with SEN and other additional needs or disabilities can be particularly vulnerable to abuse, therefore we expect all staff to recognise and challenge the following:

- The assumption that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability instead of being identified as potential signs of abuse
- The potential for children with SEN and disabilities to be disproportionately impacted by behaviours, such as bullying, without showing any signs
- The communication barriers for some children with SEN and disabilities, which give rise to them being a "soft" target for abuse

The school's Lettings Policy ensures the suitability of adults working with children on school premises at any time. Those authorised by the school to work with children on school premises enter into a formal commitment to comply with the school's child safeguarding responsibilities. Community users organising activities for children are made aware of the school's child protection guidelines and procedures and are asked to confirm their commitment to abide by them. Any adult leading a group or activity on

the premises between 8.00am and 6.00pm is required to have an enhanced DBS clearance. IPEH (the Integrated Prevention and Earliest Help service) are responsible for running or organising all groups on site and have signed a written agreement that they undertake DBS checks for all staff running groups on site).

Responsibilities of the Governing Body

The Governing Body is responsible for ensuring that the Nursery discharges its duties to safeguard children as set out below:

- The Governing Body is responsible for approving and adopting policies and procedures relating to Child Protection. It will ensure that an effective Child Protection Policy is in place which, together with a staff behaviour policy, should be given to all permanent and supply staff, students and volunteers when they start work in the School.
- The Governing Body will ensure that the Child Protection Policy describes procedures which are in accordance with government guidance and refer to locally agreed inter-agency procedures put in place by the Local Safeguarding Children's Board. This will be updated annually and be publicly available on the School's website.
- The Governing Body of the School will ensure that a member of the Governing Body, usually the Chair, is nominated to liaise with the Local Authority and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the Headteacher. In the event of allegations of abuse being made against the Headteacher, the allegations should be reported directly to the local authority.

The Governors will ensure that the welfare of children is prioritised and that staff feel confident to challenge senior leaders over any safeguarding concerns and ensure that the school follows the correct procedure for managing professional differences where there is disagreement between the school and other agencies in respect of action taken to keep a child safe. See Protocol managing professional differences, on page 48 of West Sussex County Council's Model Safeguarding & Child Protection Policy for Schools, attached at Annex A.

- Safeguarding will be an agenda item at all full Governing Body meetings.
- The Governing Body will ensure that the school complies with the 'Disqualification under the Childcare Act 2006', guidance updated in August 2018, as required for a Nursery School.
- Governors will ensure they are trained receive update training annually in respect of safeguarding (usually at the first Full Governing Body meeting of the Autumn term). Governors will also consider what other bespoke training, for example Prevent, would enable them to fulfil their governance obligations.

Designated Member of Staff for Child Protection

The Headteacher is the Designated Member of Staff for Safeguarding and, in her absence, the Deputy Headteacher. The Head has received the appropriate training and the Deputy Head and Up to 3s' Manager are scheduled to receive the appropriate training in the very near future, and all child protection concerns should be passed to them following the procedures outlined below:

Procedures that are followed in this School

In order to keep all children safe there is a need for a structured procedure that will be followed by all members of staff in the case of suspected abuse:

- If a member of staff has reason to believe that a child is the victim of any of the following forms of abuse:
 - Emotional abuse
 - Sexual abuse
 - Physical abuse
 - Neglect

(See Pages 25-32 of the West Sussex Model Policy, attached at Annex A for a detailed list of some of the signs and symptoms of these forms of abuse)

They should take the following action:

- Record their concerns in as much detail as possible, writing down exactly what has been said or they have seen, on one of the School's yellow safeguarding forms (available in the staff room and attached at Annex B). The skin map at Annex C may also be useful when recording physical marks.
- Take the form to the Headteacher or, in her absence, the Deputy Headteacher

The Headteacher (or in her absence the Deputy Headteacher will):

- Read the safeguarding form as soon as possible
- If necessary, question the member of staff reporting the incident further
- Date and initial the safeguarding sheet and, if no action is necessary, file under the child's name. Each child for whom a form is completed will be given their own section in the file to which further forms can be added, thus enabling a log of evidence to be built up over time
- If deemed necessary, the Headteacher will contact either the child's Social Worker or the Multiagency Safeguarding Hub (MASH)
- If a referral to the Multiagency Safeguarding Hub is made, the Headteacher will ensure a written record is sent by the end of the working day the referral is made
- Usually, the Headteacher will inform the child's parents that a referral is being made (unless this is likely to endanger the child further)

NB. If at any point, there is a risk of immediate serious harm to a child, a referral should be made to MASH and/or the police immediately. Anybody can make a referral.

Wider Responsibilities of the Headteacher

In addition to the responsibilities detailed above, the Headteacher will also:

- Ensure that policies and procedures adopted by the Governing Body, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff
- Ensure that the induction of all new staff, volunteers or students includes a verbal briefing on the importance of child protection within the setting and that this is supported by an induction pack containing the Child Protection Policy and other relevant documents and that all staff receive safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children
- Ensure that all new staff have an enhanced DBS check and that the Single Central Record is always up to date
- Store any records relating to child protection securely and confidentially
- Ensure records are kept separately from a child's academic records, but that these are marked with a red sticker to indicate that further records exist
- Liaise with other agencies and professionals as necessary
- Ensure that if they themselves are unable to attend, another appropriate member of staff, attends Child Protection conferences, core groups and other multi-agency planning meetings, contributes to assessments and provides a report
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding
- Be the lead for the school when engaging the managing professional difference protocol when there is disagreement between the school and other agencies in respect of action taken to keep a child safe. (See Protocol Managing Professional Differences on Page 48 of West Sussex County Council's Model Safeguarding & Child Protection Policy for Schools, attached at Annex A)
- Ensure that any child who is subject to a Child Protection Plan who is absent without explanation for two days is referred to their Social Worker
- Organise Child Protection Training for all staff every three years, and provide interim updates as they arise, but at least annually
- Ensure that appropriate information is passed on to a child's new school and that they receive a photocopy of all documents relating to CP and CIN
- Make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns **(This is a legal duty and failure to refer when the criteria are met is a legal offence)**

- Refer cases to the Channel programme where there is a radicalisation concern as required and support staff who make referrals to the Channel programme
- Refer cases where a person is dismissed or left due to risk or causing harm to a child to the Disclosure and Barring Service as required
- Refer cases where a crime may have been committed to the police, via the MASH as required.

Induction of Staff

In order that all staff, students and volunteers understand their safeguarding duties fully, the following procedures form part of the induction process before anyone starts work in the School:

- References are taken up and an enhanced DBS check carried out
- New members of staff are given an induction pack which includes copies of:
 - The Child Protection Policy
 - Keeping Children Safe in Education (Part 1) – statutory guidance for schools and colleges (September 2018)
 - The Policy Statement on Behaviour at Work for all School Based Staff
 - The Confidential Reporting Policy
 - Guidance for Safer Working Practice for Adults Who Work With Children and Young People in Education (2015)
- In addition, they receive a letter of welcome from the Headteacher, contained in the induction pack, which details the School's safeguarding procedures on its reverse and an additional sheet which details the signs of abuse.
- The Headteacher meets all new members of staff and students and re-iterates the process they must go through if they suspect any abuse or harm to a child (volunteers will be met by the Headteacher, who will go through the same process). She also briefs them on the Prevent Agenda.

Mobile Phones

To protect children from the risk of being photographed or videoed for unauthorised purposes the use of mobile phones on the Nursery floor is prohibited. This applies to all staff, students, volunteers, parents and visitors. Further information is available in our Protocol for the Use of Photographic Images and Staff Acceptable Use of ICT Policy, which all staff receive a copy of upon induction and must sign to say they will comply with.

Prevent Agenda

If a member of staff, a student on placement, volunteer or anyone in the school suspects a parent or child has been radicalised they should report their concerns in the same way as a Safeguarding issue, recording them on a yellow Safeguarding form (see Annex B).

Recruitment

There is always one senior member of staff, trained in Safer Recruitment, involved in the advertising, shortlisting and interviewing for all posts. We ensure that our recruitment procedures help deter, reject or identify people who might abuse children in accordance with Part 3 of Keeping Children Safe in Education, September 2018: Safer Recruitment. This includes: robust statements relating to its commitment to safeguarding in all advertising and publicity material for posts; where possible, the taking up of references for each shortlisted candidate **before** interview; and ensuring that at least one member of any appointing panel, including at shortlisting, will have attended safer recruitment training

(See Safer Recruiting Procedure at Annex D)

Ongoing Staff training

Staff receive Child Protection training on a 3 year rolling programme and the Designated Member of Staff (and her Deputy) attends refresher training every 2 years. Relevant Child Protection Updates are given to staff by the Headteacher as needed in order to enable staff to keep children safe but at least annually.

Staff are aware that **any** child may benefit from early help, but they are particularly alert to the potential need for early help for a child who:

- Is disabled and has specific additional needs
- Has special educational needs (whether or not they have a statutory education health and care plan)
- Is frequently absent from Nursery
- Is or has been a child looked after
- Is in family circumstances presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse; and /or
- Has returned home to their family from care.

The Headteacher and Deputy Headteacher also undertake "Prevent" awareness training and are aware of the guidance and procedures around the issue of Female Genital Mutilation (FGM), including the mandatory duty to report acts of FGM.

The Headteacher, Deputy Headteacher and all staff and Governors are also aware and exercise vigilance for the following additional areas of abuse:

- Child trafficking
- Modern day slavery

- Fabricated/induced illness
- Forced marriage
- Child sexual exploitation
- So called 'honour based violence'
- Domestic abuse
- Peer on peer abuse

In addition to the above, we are aware of the risk to children's welfare posed by homelessness and staff understand the need to report this as a concern at the earliest opportunity.

All Visitors

Visitors to the School (who are not parents) are asked for identification and to sign in and out on arriving and departing from the building. They are also handed a small card on entering, reminding them of the action to be taken if they suspect any child to be at risk of abuse. They keep this card with them at all times whilst in the building and hand it in on exit. Notices are also displayed in prominent places throughout the building informing staff and visitors about what they should do in the case of suspected abuse.

Visitors who need to access Nursery School or Up to 3s' Nursery are issued with badges and introduced to a member of staff in that part of the Nursery, so that they are aware of their presence.

Unknown relatives/friends arriving to collect children from the Nursery School or Up to 3s' Nursery, who staff have not been notified about and who do not have the parents written authorisation to collect the child, will be asked to wait until their identity has been verified with the child's parent.

Allegations against people who work with children

An allegation is any information which indicates that a member of staff/volunteer may have:

- Behaved in a way that has, or may have harmed a child
- Possibly committed a criminal offence against/related to a child
- Behaved in a way towards a child or children in a way which indicates s/he would pose a risk of harm if they work regularly or closely with children

This applies to any child the member of staff/volunteer has contact with in their personal, professional or community life.

To reduce the risk of allegations, all staff should be aware of safer working practice and should be familiar with the guidance contained in the staff induction pack, and the further guidance in the annexed Government document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (2015)', attached at Annex E. All new staff, students and volunteers will sign to say that they have received and read this.

Allegations against members of staff or other people who work with children should be reported immediately to the Designated Member of Staff, who is the Headteacher, or in her absence, the Deputy Headteacher. Allegations relating to the Headteacher should be reported to the Chair of the Governing Body, who is Sophie Elsdon and can be contacted by calling the Centre on 01243 642959. If for any reason this causes a delay (e.g. the Centre is closed) then the concerns should be referred to the Multiagency Safeguarding Hub.

All allegations against staff will be managed through the Local Safeguarding Children's Board in line with local safeguarding procedures and the School and Centre's Procedures for Managing Allegations Against Those Who Work with Children.

Removal of children from the school roll

Although children attending Nursery School are not of statutory school age, the sudden relocation of a child to another area can have implications for safeguarding.

On hearing that a child is to move to another setting or location, the school asks for written confirmation that the nursery place is no longer required and for details of the new setting. The Nursery then makes contact with the new setting, either by sending a formal report of progress and/or contacting the setting by phone. Copies of any additional record keeping relating to safeguarding matters are also passed on.

Should a child, about whom there are already safeguarding concerns, leave the Nursery School without prior notice and to an unknown location, the school's concerns would be raised with Multiagency Safeguarding Hub (MASH) or the child's existing Social Worker.

After 20 continuous school days of non-attendance, without any reason having been given and parents failing to respond to enquiries, the child will be removed from the school roll and their place re-allocated.

For further information please see our Attendance Policy.

Date: September 2018

To be reviewed: Autumn 2019

Annexes attached to this policy:

Annex A – West Sussex Model Safeguarding & Child Protection Policy for Schools, 2018

Annex B – Safeguarding Incident Report Form

Annex C – Skin Map

Annex D – Safer Recruitment Procedure

Annex E – Guidance for Safer Working Practice for Adults Who Work With Children and Young People in Education, 2015

Annex F – Keeping Children Safe in Education, part one, 2018